

# LOGISTICS SECTION CHIEF

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The Logistics Section Chief is responsible for providing facilities, supplies, equipment, transportation and other services in support of the incident and the EOC.

This chapter explains the function and responsibilities of the Logistics Section Chief within the Standardized Emergency Management System. This framework also conforms to the requirements of the National Incident Management System mandated by the United States Department of Homeland Security. The Director of Human Resources or designee generally serves as the Logistics Section Chief as specified in the emergency plan. Within the SEMS/NIMS structure, the Logistics Section Chief reports to the DES, coordinates the activities of the Logistics Section, and should work closely with Operations and Finance Sections.

## OBJECTIVES

- ✧ Provide facilities, equipment, supplies, transportation, materials and services in support of the disaster.

## RESPONSIBILITIES

- ✧ Ensure that Logistics Section responsibilities are addressed, including communications support, resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging and support services as required.
- ✧ Ensure that operational objectives and assignments identified in the EMO Action Plan are carried out effectively.
- ✧ Exercise overall responsibility for the coordination of activities within the Logistics Section.
- ✧ Report to the DES on all critical activities pertaining to the Logistics Section.
- ✧ Manage personnel issues and register volunteers as Disaster Services Workers.
- ✧ Set up, operate, screen, and dispatch volunteers via the City's Emergency Volunteer Center.
- ✧ Establish communications with the Regional Volunteer Emergency Center, if activated.
- ✧ Coordinate the provision of logistical support for the EMO.

## *Start Up Duties*

- ✓ Check-in upon arrival at EOC.
- ✓ Put on the vest that identifies your function.
- ✓ Report to the DES.
- ✓ Obtain a briefing on the situation.
- ✓ Set up a work station, including maps and status boards. Use the Logistics Section EOC kit and on-site supplies.
- ✓ Review position responsibilities.
- ✓ Clarify any issues regarding authority and assignment.
- ✓ Establish the appropriate level of organization within the Logistics Section, by continuously monitoring the effectiveness of the organization. Request support as needed.
- ✓ Activate organizational elements within the Logistics Section as needed and designate leaders for each element:
  - Purchasing
  - Personnel
  - Information Systems
  - Transportation
  - Facilities
- ✓ Instruct Logistics Section to document significant issues on the EOC event log; and maintain all required records and information to support the history of the emergency and the After Action Report:
  - Messages received
  - Actions taken
  - Decisions, justifications and documentation
  - Requests filled
  - EMO personnel, time on duty and assignments
- ✓ Use face-to-face communication in the EOC whenever possible.
- ✓ Coordinate with appropriate segments of the private sector.
- ✓ Establish communications with the Logistics Section at the Santa Clara County Operational Area, if activated.

- ✓ Meet with the DES and EMO staff and identify immediate resource needs.
- ✓ Monitor communications to determine situation in other areas of the City.
- ✓ Meet with Information System Unit Coordinator to obtain briefing on internal and external communications capabilities and restrictions.
- ✓ Establish operating procedures with Information Systems for use of telephone and radio systems. Establish initial operating priorities for use of telephone and radio systems.
- ✓ Establish contact with adjacent EOC's and determine status of logistical functions.
- ✓ Determine status of any requests for assistance.
- ✓ Meet with Planning/Intelligence Section Chief. Obtain best information available on situation.
- ✓ Meet with Operations Section Chief. Review resource needs and procedures for coordinating requests among the sections.
- ✓ Meet with Finance Section Chief. Review financial and administrative support needs and procedures. Determine level of purchasing authority to be delegated to Logistics Section.
- ✓ Review responsibilities of Units in your section. Develop plan for carrying out all responsibilities.
- ✓ Based on the situation as known or forecast, determine the needs of the Logistics Section.
- ✓ Adopt a proactive approach. Think ahead and anticipate situations and problems before they occur.

### *Operational Duties*

- ✓ Carry out responsibilities of the Logistics Section Units that are not currently staffed.
- ✓ Maintain a log of decisions, actions and messages.
- ✓ Attend planning meetings as necessary.
- ✓ Make a list of key issues facing the Logistics Section. Clearly establish action items to be accomplished with assembled personnel.

- ✓ Keep abreast of situations and resources associated with the Logistics Section; ensure Unit Coordinators provide appropriate and current information to the Status Unit to be displayed on the white boards.
- ✓ Ensure that Logistics Section event logs and other required documentation are maintained by the Units.
- ✓ Anticipate potential situation changes in all Section planning.
- ✓ Keep up-to-date on the situations and resources associated with the section. Maintain current status at all times.
- ✓ Maintain current displays associated with your Section. Make sure the information reports or displays you prepare are clear and understandable.
- ✓ Ensure that the Purchasing Unit coordinates its activities with the Finance Section, and that required documents and procedures are followed and completed.
- ✓ Ensure that orders for additional resources necessary to meet known or expected demands are coordinated and in-place.
- ✓ Ensure that transportation requirements, in support of response operations are met.
- ✓ Ensure that all requests for and support of facilities are given.
- ✓ Ensure that all City resources are tracked and accounted for, as well as resources ordered through mutual aid.
- ✓ Provide situation and resources information to the Planning/Intelligence Section as the situation requires.
- ✓ Conduct periodic briefings for the Logistics Section. Ensure that all Units are aware of priorities. Determine if there are unmet needs or problems.
- ✓ Ensure internal coordination occurs among Units.
- ✓ Brief DES on major problem areas that now need or will require solutions.
- ✓ Advise Unit Coordinators on current service and support capabilities.
- ✓ Advise the DES on emergency policy related to logistics and support functions.
- ✓ Share status information with other Sections as appropriate.
- ✓ Check-out of the EOC when you leave the premises and at the conclusion of your shift.

- ✓ Brief relief staff upon shift change.

### *Deactivation Duties*

- ✓ Authorize the deactivation of the organization elements of the Logistics Section when no longer required.
- ✓ Ensure that any unresolved issues are handled or assigned to the appropriate EMO function or department.
- ✓ Assemble and check financial records; and forward copies to the Finance Section.
- ✓ Ensure that all required forms, event logs or reports are completed and forward them to the EOC Coordinator.
- ✓ Ensure staff and volunteers receive debriefing and counseling as needed.
- ✓ Be prepared to provide input for the After Action Report.
- ✓ Return the vest to the EOC kit.
- ✓ Determine the need to restock equipment/supplies for your position before you leave.
- ✓ Provide a contact number as to where you can be reached before leaving the EOC.

# PERSONNEL UNIT

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The Personnel Unit is responsible for coordinating and allocating all mutual aid personnel with the exception of law enforcement and fire; registering volunteers as Disaster Services Workers; and managing EOC personnel issues and requests.

This chapter explains the function and responsibilities of the Personnel Unit within the Standardized Emergency Management System. This framework also conforms to the requirements of the National Incident Management System mandated by the United States Department of Homeland Security. The Director of Personnel or designee generally serves as the Personnel Unit Leader as specified in the Emergency Plan. Within the SEMS/NIMS structure, the Personnel Unit Leader reports to the Logistics Section Chief, coordinates the activities of the Personnel Unit and should work closely with all Sections.

## OBJECTIVES

- ✧ Maintain, allocate and track personnel resources for the EMO.
- ✧ Coordinate the recruitment, placement and management of registered and spontaneous volunteers.

## RESPONSIBILITIES

- ✧ Coordinate all personnel support requests received in the EOC including any category of personnel support requested from the EOC Sections or from response elements in the field.
- ✧ Identify sources and maintain an inventory of personnel support and volunteer resources; request personnel resources from those agencies as needed.
- ✧ Ensure that all disaster services workers and volunteers are identified, registered and integrated into the emergency response system.
- ✧ Assign personnel within the EOC as needs are identified.
- ✧ Keep the EMO organizational chart up-to-date with names of staff on duty.
- ✧ Ensure personnel interests are represented in EMO policy-priority-setting discussions.
- ✧ Render assistance to the community as required.

### *Start Up Duties*

- ✓ Check-in upon arrival at EOC.
- ✓ Put on the vest that identifies your function.
- ✓ Report to Logistics Section Chief.
- ✓ Obtain a briefing on the situation.
- ✓ Set up a work station, including maps and status boards. Use the Personnel Unit EOC kit and on-site supplies.
- ✓ Review position responsibilities.
- ✓ Clarify any issues regarding authority and assignment.
- ✓ Determine overall staff requirements and request support as needed.
- ✓ Determine current status of Personnel operations and resources.
- ✓ Brief and assign tasks to Personnel Unit.
- ✓ Use face-to-face communication in the EOC, whenever possible.
- ✓ Post and maintain the EMO organization chart with the names of all current EMO members.
- ✓ Work with SARES to establish communication (via amateur radio) with City employee at the reporting/assembly areas.
- ✓ Call in off-duty City employees as needed.
- ✓ Provide ample staff to all Section Chiefs.

### *Operational Duties*

- ✓ Maintain a log of decisions, actions and messages.
- ✓ Attend planning meetings as necessary.
- ✓ Make a list of key issues facing the Personnel Unit. Clearly establish action items to be accomplished with assembled personnel.

- ✓ Assist in the development of the objectives for the Logistics Section EMO Action Plan in support of field/EOC operations.
- ✓ Coordinate all requests for personnel and resources from the field through Operations Section prior to acting on the request.
- ✓ Coordinate with Safety Officer to ensure that all EMO staff, including volunteers, receives a current situation and safety briefing upon check-in.
- ✓ Provide personnel and resources to assist in response and recovery operations. Identify the number of personnel, special qualification or training, where they are needed, and the person or Section they should report to upon arrival.
- ✓ Determine the estimated time of arrival of responding personnel and advise the requesting parties accordingly.
- ✓ Establish communications with volunteer agencies and other organizations that can provide personnel resources.
- ✓ Assess need for volunteers in support of disaster operations.
- ✓ Assess need for utilizing contract/temporary personnel in support of disaster operations.
- ✓ Develop staffing pattern and assignments for extended operations if required.
- ✓ Activate plans for recruitment, induction and provision of volunteers as necessary.
- ✓ Support mass care facility operations.
- ✓ Coordinate personnel and resource needs with Care & Shelter Branch.
- ✓ Maintain a status board or other references to keep track of incoming personnel.
- ✓ Establish a plan for childcare for staff as needed; coordinate with Facilities Unit for suitable accommodations.
- ✓ Assist and support staff and their families who are also disaster victims.
- ✓ Develop a plan for communicating with those agencies having personnel resources capable of meeting special needs.
- ✓ Coordinate with volunteer agencies for additional volunteers.
- ✓ Activate the City's volunteer services.



- ✓ Establish disaster services worker and volunteer registration and interview locations; assign staff to accomplish.
- ✓ Coordinate transportation of personnel and volunteers with the Transportation Unit.
- ✓ Anticipate volunteer call-out, work with the Public Information Officer and provide specific content for broadcast.
- ✓ Keep the Public Information Officer advised of the volunteer situation; if the system is saturated with volunteers, advise the Public Information Officer of that condition and take steps accordingly.
- ✓ Coordinate with the Medical Branch to recruit health/medical personnel.
- ✓ Request technical expertise resources not available within the City.
- ✓ Keep Logistics Section Chief abreast of Personnel Unit's activities.
- ✓ Check-out of the EOC when you leave the premises and at the conclusion of your shift.
- ✓ Brief relief staff upon shift change.

### *Deactivation Duties*

- ✓ Authorize the deactivation of the organization elements of the Personnel Unit when no longer required.
- ✓ Ensure that any unresolved issues are handled or assigned to the appropriate EMO function or department.
- ✓ Ensure that all required forms, event logs or reports are completed and forward them to the EOC Coordinator.
- ✓ Assemble and check financial records; forward copies to the Finance Section.
- ✓ Ensure staff and volunteers receive debriefing and counseling as needed.
- ✓ Be prepared to provide input for the After Action Report.
- ✓ Return the vest to the EOC kit.
- ✓ Determine the need to restock equipment/supplies for your position before you leave.
- ✓ Provide a contact number as to where you can be reached before leaving the EOC.

# INFORMATION SYSTEMS UNIT

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The Information Systems Unit is responsible for providing computer system support to the Emergency Operations Center and other support facilities as required. The Information Systems Unit provides high tech support for incident personnel as well as maintaining the continuity of City services.

This chapter explains the function and responsibilities of the Information Systems Unit within the Standardized Emergency Management System. This framework also conforms to the requirements of the National Incident Management System mandated by the United States Department of Homeland Security. The Director of Information Technology or designee generally serves as the Information Systems Unit Coordinator as specified in the emergency plan. Within the SEMS/NIMS structure, the Information Systems Unit Coordinator reports to the Logistics Section Chief, coordinates Information Systems Unit activities and should work closely with all Sections.

## OBJECTIVES

- ✧ Provide telephone service.
- ✧ Provide computers, software and technical support.
- ✧ Maintain the operations of Citywide computer system.

## RESPONSIBILITIES

- ✧ Coordinate and oversee the management of essential information systems and networks used during the disaster operations.
- ✧ Arrange for essential computer services.
- ✧ Ensure telephone service is available.
- ✧ Provide access to One-Stop Center's system for Construction and Engineering Units.
- ✧ Support activities for restoration of disrupted services and utilities to facilities.
- ✧ Ensure information systems interests are represented in EMO policy-priority-setting discussions.
- ✧ Render assistance to the community as required.

### *Start Up Duties*

- ✓ Check-in upon arrival at EOC.
- ✓ Put on the vest that identifies your function.
- ✓ Report to Logistics Section Chief.
- ✓ Obtain a briefing on the situation.
- ✓ Set up a work stations, including maps and status boards. Use your Information Systems Unit EOC kit and on-site supplies.
- ✓ Review position responsibilities.
- ✓ Clarify any issues regarding authority and assignment.
- ✓ Determine overall staff requirements and request support as needed.
- ✓ Determine current status of Information Systems Unit operations and resources.
- ✓ Brief and assign tasks to Information Systems Unit.
- ✓ Use face-to-face communication in the EOC, whenever possible.

### *Operational Duties*

- ✓ Maintain a log of decisions, actions and messages.
- ✓ Attend planning meetings as necessary.
- ✓ Make a list of key issues facing the Information Systems Unit. Clearly establish action items to be accomplished with assembled personnel.
- ✓ Assist in the development of the objectives for the Logistics Section EMO Action Plan in support of field/EOC operations.
- ✓ Coordinate with all Sections, Branches and Units to ensure access to telephones and computers.
- ✓ Provide portable equipment as needed.
- ✓ Mobilize resource and support personnel.
- ✓ Support emergency communications operations.

- ✓ Assess the damage to City computer and telephone resources and arrange for the service and repair of equipment as needed.
- ✓ Maintain information in the Unit regarding:
  - Information Systems status, including systems and networks damaged/inoperable
  - Estimate time of repair and restoration of downed systems
  - Supplies and equipment needed to restore inoperable systems
  - Specific operations and capabilities of systems that may be applied to disaster response and recovery efforts.
- ✓ Identify and coordinate the acquisition of required components to include any existing or expanded networks for emergency use.
- ✓ Identify security requirements to Public Safety Branch of the Operations Section.
- ✓ Monitor the actions of each system and provide additional support requested in accordance with Unit capabilities and established priorities.
- ✓ Account for personnel, equipment, supplies and materials provided for system restoration.
- ✓ Coordinate the receipt of incoming resources for Information Systems.
- ✓ Ensure that operational capabilities are maintained for all Information Systems.
- ✓ Maintain back-up tech support in the EOC.
- ✓ Keep Logistics Section Chief abreast of Information Systems activities.
- ✓ Check-out of the EOC when you leave the premises and at the conclusion of your shift.
- ✓ Brief relief staff upon shift change.

### *Deactivation Duties*

- ✓ Authorize the deactivation of the organization elements of the Information Systems Unit when no longer required.
- ✓ Ensure that any unresolved issues are handled or assigned to the appropriate EMO function or department.
- ✓ Ensure that all required forms, event logs or reports are completed and forward them to the EOC Coordinator Chief.

- ✓ Assemble and check financial records; forward copies to the Finance Section.
- ✓ Ensure staff and volunteers receive debriefing and counseling as needed.
- ✓ Be prepared to provide input for the After Action Report.
- ✓ Return the vest to the EOC kit.
- ✓ Determine the need to restock equipment/supplies for your position before you leave.
- ✓ Provide a contact number as to where you can be reached before leaving the EOC.

# TRANSPORTATION UNIT

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The Transportation Unit is responsible for the transportation of emergency personnel, equipment, supplies and the completion of the disaster route priority plan.

This chapter explains the function and responsibilities of the Transportation Unit within the Standardized Emergency Management System. This framework also conforms to the requirements of the National Incident Management System mandated by the United States Department of Homeland Security. The Fleet Manager or designee generally serves as the Transportation Unit Leader as specified in the Emergency Plan. Within the SEMS/NIMS structure, the Transportation Unit Leader reports to the Logistics Section Chief, coordinates the activities of the Transportation Unit and should work closely with all Sections.

## OBJECTIVES

- ✧ Coordinate the transportation of emergency personnel and resources within the City.
- ✧ Work with public transportation and coordinate resources.

### ✧ RESPONSIBILITIES

- ✧ Arrange for the acquisition or use of required transportation resources.
- ✧ Ensure transportation interests are represented in EMO policy-priority-setting discussions.
- ✧ Render assistance to the community as required.

### *Start Up Duties*

- ✓ Check-in upon arrival at EOC.
- ✓ Put on the vest that identifies your function.
- ✓ Report to Logistics Section Chief.
- ✓ Obtain a briefing on the situation.
- ✓ Set up a work station, including maps and status boards. Use the Transportation Unit EOC kit and on-site supplies.
- ✓ Review position responsibilities.
- ✓ Clarify any issues regarding authority and assignment.
- ✓ Determine overall staff requirements and request support as needed
- ✓ Use face-to-face communication in the EOC, whenever possible.

### *Operational Duties*

- ✓ Maintain a log of decisions, actions and messages.
- ✓ Attend planning meetings as necessary.
- ✓ Make a list of key issues facing the Transportation Unit. Clearly establish action items to be accomplished with assembled personnel.
- ✓ Assist in the development of the objectives for the Logistics Section EMO Action Plan in support of field/EOC operations.
- ✓ Coordinate all requests for transportation and resources from the field through Operations Section prior to acting on the request.
- ✓ Check with Situation Status Unit to determine the status of transportation routes in and around the affected area.
- ✓ Coordinate with the Planning/Intelligence and Operations Sections and CALTRANS to determine which essential routes are available for emergency use.
- ✓ Develop a transportation plan for movement of personnel, volunteers, supplies, and equipment to the EOC, field, shelters, and casualty collection points.

- ✓ Coordinate with the Operations Section and Valley Transportation Agency on the movement of disabled and seniors.
- ✓ Coordinate with local transportation agencies and schools to establish availability of transportation resources for use in evacuations and other operations as needed.
- ✓ Keep Logistics Section Chief abreast of Transportation Unit's activities.
- ✓ Check-out of the EOC when you leave the premises and at the conclusion of your shift.
- ✓ Brief relief staff upon shift change.

### *Deactivation Duties*

- ✓ Authorize the deactivation of the organization elements of the Transportation Unit when no longer required.
- ✓ Ensure that any unresolved issues are handled or assigned to the appropriate EMO function or department.
- ✓ Ensure that all required forms, event logs or reports are completed and forward them to the EOC Coordinator.
- ✓ Assemble and check financial records; forward copies to the Finance Section.
- ✓ Ensure staff and volunteers receive debriefing and counseling as needed.
- ✓ Be prepared to provide input for the After Action Report.
- ✓ Return the vest to the EOC kit.
- ✓ Determine the need to restock equipment/supplies for your position before you leave.
- ✓ Provide a contact number as to where you can be reached before leaving the EOC.



# VOLUNTEER UNIT

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The Volunteer Unit is responsible for augmenting City resources and as efficiently and quickly as possible, by providing registration and referral services for both registered and spontaneous volunteers.

This chapter explains the function and responsibilities of the Volunteer Unit within the Standardized Emergency Management System. This framework also conforms to the requirements of the National Incident Management System mandated by the United States Department of Homeland Security. The Volunteer Services Manager from the City Manager's Office or designee generally serves as the Volunteer Unit Coordinator as specified in the emergency plan. Within the SEMS/NIMS structure, the Volunteer Unit Coordinator works in conjunction with the Personnel Unit, coordinates the activities of the Volunteer Unit and should work closely with all Sections.

## OBJECTIVE

- ✧ Coordinate the recruitment, registration, and the placement of registered and spontaneous volunteers to augment the City's emergency operations.

## RESPONSIBILITIES

- ✧ Conduct an assessment of volunteer resources.
- ✧ Act as a liaison between the Emergency Volunteer Center and the EOC and the Regional Emergency Volunteer Center and the EOC.
- ✧ Assist with the City's activation and operations of the Emergency Volunteer Center.
- ✧ Process, manage and refer registered and spontaneous volunteers within the City.
- ✧ Conduct orientation session for volunteers.
- ✧ Administer the Loyalty Oath.
- ✧ Ensure volunteer interests are represented in EMO policy priority-setting discussions.
- ✧ Render assistance to the community as required.

### *Start Up Duties*

- ✓ Check-in upon arrival at EOC.
- ✓ Put on the vest that identifies your function.
- ✓ Report to Logistics Section Chief.
- ✓ Obtain a briefing on the situation.
- ✓ Set up a work station, including maps and status boards. Use the Volunteer Unit EOC kit and on-site supplies.
- ✓ Review position responsibilities.
- ✓ Clarify any issues regarding authority and assignment.
- ✓ Determine overall staff requirements and request support as needed.
- ✓ Determine current status of Volunteer Unit operations and resources.
- ✓ Brief and assign tasks to the Volunteer Unit.
- ✓ Use face-to-face communication in the EOC, whenever possible.

### *Operational Duties*

- ✓ Maintain a log of decisions, actions and messages.
- ✓ Attend planning meetings as necessary.
- ✓ Make a list of key issues facing the Volunteer Unit. Clearly establish action items to be accomplished with assembled personnel.
- ✓ Assist in the development of the objectives for the Logistics Section EMO Action Plan in support of field/EOC operations.
- ✓ Identify tasks that can be handled by volunteers for all Sections.
- ✓ Process all incoming requests for volunteer support.
- ✓ Identify the number of volunteers, special qualifications or training, where they are needed and the person or Section they should report to upon arrival.
- ✓ Activate the City's emergency volunteer plan, as needed.

- ✓ Determine the location of the Emergency Volunteer Center.
- ✓ Work with the Operations Section to verify the structural integrity of the building selected as the Emergency Volunteer Center.
- ✓ Request SARES volunteers to establish and maintain communications at the Emergency Volunteer Center.
- ✓ Ensure volunteers are briefed on City rules and regulations, safety, worker's compensation, lines of authority and purchasing policies.
- ✓ Abide by the Volunteer Disaster Services Workers Program regulations when administering the loyalty oath.
- ✓ Support the Personnel Unit whenever possible.
- ✓ Keep the Personnel Unit advised of Volunteer Unit operations.
- ✓ Keep Logistics Section Chief abreast of Volunteer Unit's activities.
- ✓ Request the activation of the Regional Emergency Volunteer Operations Center in northern Santa Clara County, if needed.
- ✓ Provide mutual aid to the Regional Emergency Volunteer Operations Center, as specified in the Countywide Plan for Coordinating Spontaneous Volunteers.
- ✓ Check-out of the EOC when you leave the premises and at the conclusion of your shift.
- ✓ Brief relief staff upon shift change.

### *Deactivation Duties*

- ✓ Authorize the deactivation of the organization elements of the Volunteer Unit when no longer required.
- ✓ Close the Emergency Volunteer Center and transfer open actions to the Volunteer Office.
- ✓ Ensure that any unresolved issues are handled or assigned to the appropriate EMO function or department.
- ✓ Ensure that all required forms, event logs or reports are completed and forward them to the EOC Coordinator.
- ✓ Assemble and check financial records; forward copies to the Finance Section.

- ✓ Ensure staff and volunteers receive debriefing and counseling as needed.
- ✓ Be prepared to provide input for the After Action Report.
- ✓ Return the vest to the EOC kit.
- ✓ Determine the need to restock equipment/supplies for your position before you leave.
- ✓ Provide a contact number as to where you can be reached before leaving the EOC.

# PROCUREMENT UNIT

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The Procurement Unit is responsible for procuring equipment, supplies, materials and services to support the response and recovery efforts of the emergency.

This chapter explains the function and responsibilities of the Procurement Unit within the Standardized Emergency Management System. This framework also conforms to the requirements of the National Incident Management System mandated by the United States Department of Homeland Security. The Purchasing Officer from the Finance Department or designee generally serves as the Procurement Unit Coordinator as specified in the emergency plan. Within the SEMS/NIMS structure, the Procurement Unit reports to the Logistics Section Chief, coordinates the activities of the Procurement Unit and should work closely with all Sections.

## OBJECTIVE

- ✧ Obtain needed services and materials for emergency operations.

## RESPONSIBILITIES

- ✧ Procure essential resources to support emergency operations.
- ✧ Oversee the procurement and allocation of supplies and materials not normally provided through mutual aid channels.
- ✧ Determine if requested/required supplies, materials, and equipment exist within the City inventory.
- ✧ Determine the appropriate vendor or contractor who can supply the item, product or commodity, if requested item is not in City inventory.
- ✧ Purchase items within limits of delegated authority from the Finance Section; coordinate with the Finance Section on actions necessary to purchase or contract for items exceeding delegated authority.
- ✧ Coordinate the delivery of supplies and materials as required.
- ✧ Maintain records to ensure a complete accounting of supplies procured, where and to whom the supplies are delivered, and monies expended; coordinate with Finance Section regarding accounting and payment.
- ✧ Establish, document and maintain a chain of custody to account for equipment.

- ✱ Ensure procurement interests are represented in EMO policy priority-setting discussions.
- ✱ Render assistance to the community as required.

### *Start Up Duties*

- ✓ Check-in upon arrival at EOC.
- ✓ Put on the vest that identifies your function.
- ✓ Report to Logistics Section Chief.
- ✓ Obtain a briefing on the situation.
- ✓ Set up a work station, including maps and status boards. Use your Procurement Unit EOC kit and on-site supplies.
- ✓ Review position responsibilities.
- ✓ Clarify any issues regarding authority and assignment.
- ✓ Determine overall staff requirements and request support as needed.
- ✓ Determine current status of procurement operations and resources.
- ✓ Brief and assign tasks to the Procurement Unit.
- ✓ Use face-to-face communication in the EOC, whenever possible.

### *Operational Duties*

- ✓ Maintain a log of decisions, actions and messages.
- ✓ Attend planning meetings as necessary.
- ✓ Make a list of key issues facing the Procurement Unit. Clearly establish action items to be accomplished with assembled personnel.
- ✓ Assist in the development of the objectives for the Logistics Section EMO Action Plan in support of field/EOC operations.
- ✓ Meet and coordinate activities with Logistics and Finance Section Chiefs and determine purchasing authority to be delegated to Procurement Unit; review emergency purchasing and contracting procedures.
- ✓ Coordinate and process requests for resources. Maintain information regarding:

Resources readily available  
Logistics requests

Status of shipments  
Priority resource requirements  
Shortfalls

- ✓ Advise Logistics Section Chief on current service and support capabilities.
- ✓ Make certain the requests for supplies and equipment have not been previously filled through another source.
- ✓ Determine if requested types and quantities of supplies, equipment and materials are available in City inventory.
- ✓ Determine if the requested item can be provided without cost from another jurisdiction or through the Santa Clara County Operational Area.
- ✓ Determine availability and cost of resources from private vendors.
- ✓ Issue purchase orders for needed items within dollar limits of authority delegated to Unit.
- ✓ Maintain current status of situation to anticipate resource requirements.
- ✓ Provide Finance Section Chief with cost documentation and expected future costs.
- ✓ Maintain coordination with public and private agencies for resource needs.
- ✓ Maintain records on costs related to the emergency for the Accounting Unit.
- ✓ Obtain approval from the Finance Section Chief on requests exceeding purchase order limits.
- ✓ Develop the necessary agreements for vendor contracts as required for procurement of specific resources or services.
- ✓ Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pick up and delivery through the Transportation Unit.
- ✓ Identify any significant resource requests which cannot be met through local action; suggest alternative methods to solve the problem if possible.
- ✓ Coordinate and discuss with the Operations Section the food and potable water situation with regards to mass care shelters and mass feeding locations.
- ✓ Work with Care and Shelter Unit to establish a plan to obtain food for field and EOC staff.



- ✓ Document, record and track disaster related requests for expenditures of equipment, supplies, personnel, funds, etc.
- ✓ Arrange for storage, maintenance and replenishment or replacement of equipment and materials.
- ✓ Procure and arrange for basic sanitation and health needs at mass care facilities, coordinate with Care and Shelter Unit.
- ✓ Procure and coordinate water resources for consumption, sanitation and firefighting.
- ✓ Identify supply sources to augment and/or satisfy expanded medical needs during emergency operations, coordinate with the Medical Unit.
- ✓ Keep Logistics Section Chief abreast of Procurement Unit's activities.
- ✓ Check-out of the EOC when you leave the premises and at the conclusion of your shift.
- ✓ Brief relief staff upon shift change.

### *Deactivation Duties*

- ✓ Authorize the deactivation of the organization elements of the Procurement Unit when no longer needed.
- ✓ Ensure that any unresolved issues are handled or assigned to the appropriate EMO function or department.
- ✓ Ensure that all required forms, event logs or reports are completed and forward them to the EOC Coordinator.
- ✓ Assemble and check financial record; forward copies to the Finance Section.
- ✓ Ensure staff and volunteers receive debriefing and counseling as needed.
- ✓ Be prepared to provide input for After Action Report.
- ✓ Return the vest to the EOC kit.
- ✓ Determine the need to restock equipment/supplies for your position before you leave.
- ✓ Provide a contact number as to where you can be reached before leaving the EOC.

# FACILITIES UNIT

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The Facilities Unit is responsible for the layout and activation of incident facilities including the Emergency Operations Center and other support facilities as required. The Facilities Unit provides sleeping and sanitation facilities for incident.

This chapter explains the function and responsibilities of the Facilities Unit within the Standardized Emergency Management System. This framework also conforms to the requirements of the National Incident Management System mandated by the United States Department of Homeland Security. The Superintendent of Building Services from Parks and Recreation or designee generally serves as the Facilities Unit Coordinator as specified in the emergency plan. Within the SEMS/NIMS structure, the Facilities Unit Coordinator reports to the Logistics Section Chief, coordinates the activities of the Facilities Unit and should work closely with other all Sections.

## OBJECTIVES

- ✧ Provide the supplies, furniture and materials necessary to configure a facility into an effective EOC.
- ✧ Ensure that essential facilities are operational.
- ✧ Ensure EOC facility is operational.
- ✧ Provide for comfort and feeding of the EMO.

## RESPONSIBILITIES

- ✧ Coordinate and oversee the management of essential facilities and sites used during the disaster operations (EOC, care and shelter, staging areas, etc.)
- ✧ Maintain EOC mechanical and electrical systems.
- ✧ Support activities for restoration of disrupted services and utilities to essential facilities as required
- ✧ Coordinate with the Finance Section on any claims or fiscal matters relating to facilities' operations and/or the acquisition of new temporary facilities.
- ✧ Close each facility when no longer needed.
- ✧ Ensure facilities interests are represented in EMO policy priority-setting discussions.

\* Render assistance to the community as required.

### *Start Up Duties*

- ✓ Check-in upon arrival at EOC.
- ✓ Put on the vest that identifies your function.
- ✓ Report to Logistics Chief.
- ✓ Obtain a briefing on the situation.
- ✓ Set up a work station, including maps and status boards. Use the Facilities Unit EOC kit and on-site supplies.
- ✓ Review position responsibilities.
- ✓ Clarify any issues regarding authority and assignment.
- ✓ Determine overall staff requirements and request support as needed.
- ✓ Determine current status of Facilities Unit operations and resources.
- ✓ Brief and assign tasks to Facilities Unit.
- ✓ Use face-to-face communication in the EOC, whenever possible.

### *Operational Duties*

- ✓ Maintain a log of decisions, actions and messages.
- ✓ Attend planning meetings as necessary.
- ✓ Make a list of key issues facing the Facilities Unit. Clearly establish action items to be accomplished with assembled personnel.
- ✓ Assist in the set up of EOC facility.
- ✓ Assist in the development of the objectives for the Logistics Section EMO Action Plan in support of field/EOC operations.
- ✓ Work closely with the EOC Coordinator and other Sections in determining facilities and furnishings required for effective operations of the EOC.
- ✓ Arrange for continuous maintenance of acquired facilities and ensure utilities and restrooms operate properly.

- ✓ Monitor and maintain emergency power system.
- ✓ Monitor and maintain emergency fuel supplies, as necessary.
- ✓ Check heating/air-conditioning systems.
- ✓ Identify communications requirements to the Communications Unit.
- ✓ Identify equipment, material and supply needs.
- ✓ Submit transportation requirements to the Transportation Unit; coordinate evacuation schedules and identify locations involved.
- ✓ Identify security requirements to Operations Sections.
- ✓ Monitor the actions at each facility and provide additional support requested in accordance with the Unit's capabilities and established priorities.
- ✓ Account for personnel, equipment, supplies and materials provided to each facility.
- ✓ Coordinate the receipt of incoming resources for facilities.
- ✓ Ensure that operational capabilities are maintained at facilities.
- ✓ Oversee the distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities.
- ✓ Coordinate water resources for consumption, sanitation and fire fighting at all facilities.
- ✓ Keep Logistics Section Chief abreast of Facilities Unit's activities.
- ✓ Check-out of the EOC when you leave the premises and at the conclusion of your shift.
- ✓ Brief relief staff upon shift change.

### *Deactivation Duties*

- ✓ Ensure acquired buildings, building floors and work spaces are returned to their original state when no longer needed.
- ✓ Authorize the deactivation of the organization elements of the Facilities Unit when no longer needed.
- ✓ Ensure any unresolved issues are handled or assigned to the appropriate EMO function or department.

- ✓ Ensure that all required forms, event logs and reports are completed and forward them to the EOC Coordinator.
- ✓ Assemble and check financial records; forward copies to the Finance Section.
- ✓ Ensure Facilities Unit receives debriefing and counseling as needed.
- ✓ Be prepared to provide input for the After Action Report.
- ✓ Return the vest to the EOC kit.
- ✓ Determine the need to restock equipment/supplies for your position before you leave.
- ✓ Provide a contact number as to where you can be reached before leaving the EOC.